Information
for Delegations
United Nations Headquarters
New York 1990

NOTE

This booklet contains information of a general nature about the United Nations Headquarters and is applicable throughout the year. Any supplementary information needed for the General Assembly, including seating arrangements for the forty-fifth session, will be issued separately.

Changes to the booklet should be addressed to the Division of General Assembly Affairs, room S-3670, ext. 32337.

ST/CS/40
September 1990

READEX FICHE

CONTENTS

		Page
I.	INTRODUCTORY INFORMATION	4
	Entrance	4
	Grounds passes and admission to meetings	4
	Handicapped, facilities for	8
	Information (telephones and desk locations)	6
	Medical Service	7
	Protocol and Liaison Service	8
	Security	5
II.	GENERAL ASSEMBLY AND MAIN COMMITTEES	13
	General Assembly (Secretariat arrangements)	13
	General Assembly (Plenary and General Committee meetings)	14
	General Assembly (Main Committees)	15
	Other organs	22
III.	CONFERENCE SERVICES	24
	Archives	33
	Communications, circulation of	29
	Documents facilities	29
	Interpretation	25
	Journal	25
	Library	31
	Meetings services	24
	Records of meetings	26
	Sound recordings	33
	Speeches (prepared texts)	29
IV.	MEDIA AND PUBLIC SERVICES	34
	Educators, services to	41
	Media services	34

CONTENTS (continued)

		Page
	Non-governmental organizations, services to	40
	Photo services and facilities	39
	Radio, film and television services and facilities	36
	United Nations information centres, services provided by	40
	Visitors, services to	41
V.	FACILITIES AND SERVICES FOR DELEGATIONS	43
	Automobile service station	52
	Bank	55
	Bookshop	56
	City liaison and legal assistance	54
	Cloakrooms	43
	Dining-room and cafeteria facilities	43
	Gift Centre	57
	Guests	45
	Hospitality	55
	Lounges	43
	Mail and messenger service	46
	Meditation room	56
	Newsstand	56
	Parking	49
	Photocopier	46
	Postal Administration	48
	Publications, sale of	56
	Quiet room	56
	Sound reinforcement systems	46
	Telephone and telegraph services	46
	Travel costs, reimbursement of	54
	Travel facilities	54

CONTENTS (continued)

	Page
Transportation (local)	52
Typists' rooms	45
Video projections	46
Index	62

I. INTRODUCTORY INFORMATION

The United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The four main structures, all interconnected, comprising the Headquarters are the General Assembly building, which contains, besides the plenary hall, a large conference room and four medium-sized meeting rooms; the long, low Conference building parallel with the river, which contains council chambers, conference rooms, lounges and restaurants; the 39-storey skyscraper office building, which houses the Secretariat; and the Library building. The General Assembly Hall and the council chambers are on the second floor level while all the other conference rooms in both buildings are on the concourse level. All conference rooms, council chambers and the plenary hall may be reached from the delegates' entrance in the General Assembly building.

ENTRANCE

In order to enter and to park at Headquarters, delegation cars must have United Nations diplomatic licence plates ("D" plates) plus a special identification decal (yellow and black) for the forty-fifth session. (For information on obtaining parking decals, please see page 49.)

GROUNDS PASSES AND ADMISSION TO MEETINGS

Members of delegations are issued United Nations grounds passes by the Protocol and Liaison Service (see pages 5 and 8). In the interest of overall security and for the convenience of members of delegations, grounds passes should be displayed visibly upon entering and at all times while on the premises. If members of delegations wish to obtain tickets for admission to General Assembly meetings

for persons who do not possess grounds passes, they should apply for them through the Protocol and Liaison Service.

With the exception of Heads of State or Government, Crown Princes and Vice-Presidents who are provided with special VIP passes without photographs, other dignitaries such as Ministers for Foreign Affairs, Cabinet Ministers and their deputies will be issued VIP passes provided that two passport-size photographs are sent to the Protocol and Liaison Service in advance. Lost passes will be replaced upon submitting a written request to the Chief of Protocol.

Written press, film, television, photo, radio and other media correspondents are accredited by the Media Accreditation and Liaison Unit of the Department of Public Information (room S-0250, ext. 36934, 36936 and 36937), where tickets entitling them to attend open meetings may also be obtained.

Members of the general public may apply for tickets of admission to open meetings at the visitors' desk in the public lobby, north end, of the General Assembly building.

SECURITY

The United Nations Security and Safety Service operates during normal working hours from room C-108 (ext. 37526 and 37527), located on the main level of the Conference building; and thereafter from room B3-09 (ext. 36666). In addition to providing security and safety on a 24-hour basis at Headquarters, it will:

(a) Issue grounds passes, which members of delegations may obtain in room GA-100, Delegates Entrance, from 9 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m. during the General Assembly period and from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. for the remainder of the year, after being accredited by the Protocol and Liaison Service;

(b) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;

(c) Assist in locating and notifying the Organization's senior officials in an emergency;

(d) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;

(e) Handle lost and found property. During office hours, lost property should be handed over to or claimed from the Pass and Identification Unit (GA-100, ext. 37533). At all other hours this service is provided by the Control Centre (B3-09, ext. 36666).

Missing grounds passes should be reported without delay to the above offices.

Delegates are reminded not to leave brief-cases or any valuable items unattended in conference rooms.

INFORMATION (TELEPHONES AND DESK LOCATIONS)

The Information Unit (ext. 37113) will advise on:

(a) The location and telephone numbers of delegations;

(b) The office or official to be contacted for technical queries;

(c) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 46.)

Information desks

General Assembly building:

Public lobby (ext. 37758)

Secretariat building:

Secretariat lobby (ext. 37221)

UNDC 1 building:

Office lobby (ext. 38998)

UNDC 2 building:

Office lobby (ext. 34989)

UNDC 3 building:

Office lobby (326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly building just inside the delegates' entrance and on the concourse level between the General Assembly building and the Conference building.

MEDICAL SERVICE

The Medical Service, located in the Secretariat building (room S-0557, ext. 37090), is available for emergency and first-aid treatment to delegates and members of the Permanent Missions who have a valid United Nations grounds pass. The Medical Service is normally open daily from 9 a.m. to 5 p.m. except Saturdays, Sundays and holidays. During sessions of the General Assembly, it will be open from 9 a.m. to 11 p.m. on weekdays and from 11 a.m. to 7 p.m. on Saturdays. A medical unit with a nurse is also available in the UNDC 1 building (room DC1-1190, ext. 38990) during working hours. In the event of emergencies occurring at times when the Medical Service is closed, the Security Service should be contacted (ext. 36666) regarding special arrangements made with neighbouring hospitals for emergency treatment.

FACILITIES FOR THE HANDICAPPED

A number of changes have been designed for disabled persons to facilitate access to Headquarters and improve their mobility within the building. The locations of curb cuts, toilet facilities, etc., are indicated on the appropriate diagrams.

PROTOCOL AND LIAISON SERVICE

The principal functions of the Protocol and Liaison Service, located on the second floor of the Secretariat building, near the low-rise elevator bank (room S-0201, ext. 37172), are as follows:

(a) To accredit members of delegations attending United Nations meetings in New York. Permanent and observer missions are required to submit completed SG.6 forms to the Protocol Office in advance of the meeting. Applications for grounds passes, prepared by the Protocol and Liaison Service upon receipt of SG.6 forms, must be presented in person to the Pass Office, located at the delegate's entrance (room GA-100, ext. 37533 or 37534) to obtain the pass;

(b) To issue provisional lists of delegations attending sessions of the General Assembly;

(c) To advise delegations on matters of protocol and diplomatic practice;

(d) To provide protocol coverage of all the official ceremonies and social events at Headquarters (official visits, presentation of credentials, admission of new Member States, etc.);

(e) To maintain a calendar of official functions in order to assist delegations in co-ordinating their schedule of social events;

(f) To approve applications for identification decals for rented cars.

	Ext.	Room
Assistant Secretary-General, Chief of Protocol: Mr. Aly I. Teymour	37171	S-0201A

I. Assistant Chiefs of Protocol:

A. Mr. Alain Dick	37176	S-0201B

Algeria	Germany, Federal Republic of	Morocco
Australia	Italy	Netherlands
Belgium	Japan	Qatar
Belize	Liberia	South Africa
Botswana	Luxembourg	Tunisia
Cambodia	Maldives	Turkey
Canada	Mali	Uganda
France		

Observers:

Holy See
Monaco
San Marino
Switzerland
Agency for Cultural and Technical Co-operation

	Ext.	Room
B. Mr. Igor L. Novichenko	37177	S-0201D

Bulgaria	Hungary	Poland
Byelorussian Soviet Socialist Republic	Indonesia	Romania
	Iran (Islamic Republic of)	Sri Lanka
	Iraq	Ukrainian Soviet Socialist Republic
Cameroon	Lao People's Democratic Republic	Union of Soviet Socialist Republics
Czechoslovakia		
Ethiopia		
German Democratic Republic	Libyan Arab Jamahiriya	Viet Nam
	Mongolia	Yemen
Ghana	New Zealand	Yugoslavia

Observers:

Democratic People's Republic of Korea
Asian-African Legal Consultative Committee
Council for Mutual Economic Assistance

II. Protocol and Liaison Officers:

	Ext.	Room
A. Mrs. Jacqueline H. Vanyi	37178	S-0201C

Albania	Dominican Republic	Philippines
Antigua and Barbuda	Ecuador	Saint Vincent and the Grenadines
Argentina	El Salvador	Samoa
Bahamas	Guatemala	Spain
Barbados	Haiti	Suriname
Bolivia	Malaysia	Togo
China	Nicaragua	Venezuela
Colombia	Niger	
Costa Rica	Panama	
Cuba	Peru	
Dominica		

Observers:

Republic of Korea
African, Caribbean and Pacific Group of States
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Council of Europe
European Community
Latin America Economic System
Organization of American States

	Ext.	Room
B. Mr. Paulose T. Peter	37179	S-0201E

Afghanistan	Lesotho	Trinidad and Tobago
Austria	Mauritius	United Arab Emirates
Bangladesh	Myanmar	United Kingdom of Great Britain and Northern Ireland
Bhutan	Nepal	United Republic of Tanzania
Côte d'Ivoire	Nigeria	Zambia
Djibouti	Saint Kitts and Nevis	Zimbabwe
Finland	Sierra Leone	
Greece	Singapore	
Guinea	Swaziland	
India	Sweden	
Israel	Thailand	
Jamaica		

Observers:

League of Arab States
Organization of the Islamic Conference

	Ext.	Room
C. Ms. Mayra Alejandro	37180	S-0201G

Benin
Brunei Darussalam
Burkina Faso
Burundi
Central African Republic
Chad
Chile
Comoros
Congo
Cyprus
Egypt
Equatorial Guinea
Fiji
Gabon
Honduras
Iceland
Ireland
Madagascar
Mauritania
Mexico
Namibia
Pakistan
Papua New Guinea
Paraguay
Rwanda
Senegal
Somalia
United States of America
Zaire

Observers:

Commonwealth Secretariat
Palestine

	Ext.	Room
D. Ms. Elizabeth Cabal	35941	S-0201H

Angola
Bahrain
Brazil
Cape Verde
Denmark
Gambia
Grenada
Guinea-Bissau
Guyana
Jordan
Kenya
Kuwait
Lebanon
Malawi
Malta
Mozambique
Norway
Oman
Portugal
Saint Lucia
Sao Tome and Principe
Saudi Arabia
Seychelles
Solomon Islands
Sudan
Syrian Arab Republic
Uruguay
Vanuatu

Observers:

African Development Bank
Organisation of African Unity

List of permanent missions to the United Nations

The Protocol and Liaison Service publishes a handbook entitled "Permanent Missions to the United Nations" (Blue Book).

Part I of that publication lists the names of diplomatic personnel of permanent missions of Member States at Headquarters, of liaison offices of specialized agencies at Headquarters, of permanent observer missions of non-member States at Headquarters and of permanent offices of intergovernmental and other organizations which have received a standing invitation to participate in the sessions and the work of the General Assembly.

Part II provides the composition of the principal organs of the United Nations as well as the members of other standing organs at Headquarters.

Part III enumerates, in chronological order, the national holidays of Member States and of non-member States maintaining permanent observer missions at Headquarters.

A weekly addendum reflects interim movements of diplomatic personnel.

The "Blue Book" and the addenda thereto are included in the regular documents distribution list under the symbol ST/SG/SER.A/...

II. GENERAL ASSEMBLY AND MAIN COMMITTEES

Forty-fifth regular session

SECRETARIAT ARRANGEMENTS FOR THE GENERAL ASSEMBLY

The Secretary-General acts in that capacity at all meetings of the General Assembly.

The Director-General for Development and International Economic Co-operation assists the Secretary-General in respect of matters in the economic and social fields dealt with in plenary meetings of the General Assembly, the Second, Third and Fifth Committees, and other committees, as appropriate.

General responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for Political and General Assembly Affairs and Secretariat Services. In this function, he co-ordinates the work of the session and directs the Division of General Assembly Affairs and the Division of Economic and Social Council Affairs and Secretariat Services. He also assumes direct responsibility for the secretaryship of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the Under-Secretaries-General or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

PLENARY MEETINGS OF THE GENERAL ASSEMBLY AND MEETINGS OF THE GENERAL COMMITTEE

Under-Secretary-General for Political and General Assembly Affairs and Secretariat Services:

Mr. Ronald I. Spiers, ext. 35070, room S-3862A

Questions relating to procedures, miscellaneous organizational matters, documentation and the planning of meetings should be referred to the following officers:

	Ext.	Room
Director:		
Mr. Erik Jensen	32332	S-3670A
Documentation Planning and Editing:		
Mrs. Blandina F. Negga	32339	S-3670F
Procedures and Co-ordination:		
Ms. Maria D. Maldonado	32336	S-3670D
Ms. Catherine S. Boivin	32335	S-3670C

Liaison arrangements regarding the order of speakers are made through the following officers:

Mr. Victor Sukhodrev	35064	S-3855A
Miss Michele Fatima Alzouma	34429	S-3855C
Miss Sylvia Torres	34429	S-3855C

All the officers listed above deal only with plenary matters. During plenary meetings, they may be reached at ext. 35017 (with the exception of the Documentation Planning and Editing Officer).

Calls for questions on other matters should be referred to the appropriate offices listed below.

MAIN COMMITTEES OF THE GENERAL ASSEMBLY

	Ext.	Room
First Committee		
Under-Secretary-General for Disarmament Affairs: Mr. Yasushi Akashi	35588	S-3161A
Under-Secretary-General for Political and Security Council Affairs: Mr. Vasily S. Safronchuk	35268	S-3527A
Secretary of the Committee: Mr. Sohrab Kheradi	35595	S-3170C
Special Political Committee		
Under-Secretary-General for Special Political Affairs: Mr. Marrack I. Goulding	35055	S-3853A
Under-Secretary-General for Public Information: Mrs. Thérèse Paquet-Sévigny	36830	S-1027A
Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Vienna: Mr. Giorgio Giacomelli	32255	DC2-0550*
Secretary of the Committee: Mr. Gilberto B. Schlittler	35258	S-3520A
Second Committee		
Under-Secretary-General for International Economic and Social Affairs: Mr. Rafeeuddin Ahmed	34626	DC2-2320 Two UN Plaza

---

* New York liaison office.

	Ext.	Room
Assistant Secretary-General for Development Research and Policy Analysis:		
Mr. Göran Ohlin	34656	DC2-2308
	Two UN Plaza	
Under-Secretary-General for Technical Co-operation for Development:		
Mr. Xie Qimei	38362	DC1-1220
	One UN Plaza	
Executive Secretary of the Economic Commission for Europe (ECE), Geneva:		
Mr. Gerald Hinteregger	36905	S-3127A*
Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok:		
Mr. S. A. M. S. Kibria	36905	S-3127A*
Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago:		
Mr. Gert Rosenthal	36905	S-3127A*
Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa:		
Mr. Adebayo Adedeji	36905	S-3127A*
Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Baghdad:		
Mr. Tayseer Abdel Jaber	36905	S-3127A*
Executive Director of the United Nations Children's Fund (UNICEF):		
Mr. James P. Grant	326-7028	1380
	Three UN Plaza	

---

* New York liaison office.

	Ext.	Room
Executive Director of the World Food Programme (WFP), Rome:		
Mr. James Charles Ingram	38364	DC1-1027*
	One UN Plaza	
Executive Director of the United Nations Institute for Training and Research (UNITAR):		
Mr. Michel Doo Kingue	38621	U-212
	801 UN Plaza	
Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), of the United Nations Conference to Review All Aspects of the Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices and of the Second United Nations Conference on the Least Developed Countries (Geneva):		
Mr. Kenneth Dadzie	36895	S-0927A*
Administrator of the United Nations Development Programme (UNDP):		
Mr. William H. Draper III	906-5791	DC1-2128
	One UN Plaza	
Executive Director of the United Nations Population Fund (UNFPA):		
Mrs. Nafis Sadik	297-5111	DN-1901
	220 East 42nd St.	

---

* New York liaison office.

	Ext.	Room
Under-Secretary-General, United Nations Disaster Relief Co-ordinator (UNDRO), Geneva:		
Mr. M'Hamed Essaafi	35704	S-2935*
Executive Director of the United Nations Environment Programme (UNEP), Nairobi:		
Mr. Mostafa K. Tolba	38140	DC2-0820* Two UN Plaza
Secretary-General of the United Nations Conference on Environment and Development (Geneva):		
Mr. Maurice F. Strong	35736	S-2963A**
Rector of the United Nations University (UNU), Tokyo:		
Mr. Heitor Gurgulino de Souza	36337	DC2-1470* Two UN Plaza
Executive Director of the United Nations Centre on Transnational Corporations:		
Mr. Peter Hansen	32990	DC2-1220 Two UN Plaza
Executive Director of the World Food Council (WFC), Rome:		
Mr. Gerald Ion Trant	34245	S-2955A*
Executive Director of the United Nations Centre for Human Settlements (Habitat), Nairobi:		
Mr. Arcot Ramachandran	38197	DC2-0952* Two UN Plaza

---

* New York liaison office.

** New York.

	Ext.	Room
Executive Director of the United Nations Centre for Science and Technology for Development:		
Mr. Sérgio C. Trindade	38435	DC1-1022 One UN Plaza
Secretary of the Committee:		
Mr. Miles Stoby	35739	S-2977A

Third Committee

Under-Secretary-General, Director-General of the United Nations Office at Vienna, Head of the Centre for Social Development and Humanitarian Affairs, Co-ordinator of All United Nations Drug-Control Related Activities and Secretary-General of the Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders:		
Miss Margaret Joan Anstee	35631	S-2925A**
Assistant Secretary-General, Executive Director of the United Nations Fund for Drug Abuse Control (Vienna):		
Mr. Giuseppe Di Gennaro	35631	S-2925**
Under-Secretary-General, Director-General of the United Nations Office at Geneva and Head of the Centre for Human Rights:		
Mr. Jan Martenson	35930	S-2914A*

---

* New York liaison office.

** New York.

	Ext.	Room
Under-Secretary-General for International Economic and Social Affairs:		
Mr. Rafeeuddin Ahmed	34626	DC2-2320 Two UN Plaza
Assistant Secretary-General for Development Research and Policy Analysis:		
Mr. Göran Ohlin	34656	DC2-2308 Two UN Plaza
United Nations High Commissioner for Refugees (UNHCR), Geneva:		
Mr. Thorvald Stoltenberg	36200	S-0931*
Deputy Director and Officer-in-Charge of the United Nations International Research and Training Institute for the Advancement of Women (INSTRAW), Santo Domingo:		
Mrs. Eleni Stamiris	35684	S-3094*
Secretary of the Committee:		
Ms. Faiha Kamal	35973	S-2963D
Fourth Committee		
Under-Secretary-General for Special Political Questions, Regional Co-operation, Decolonization and Trusteeship:		
Mr. Abdulrahim A. Farah	35043	S-3327A
Secretary of the Committee:		
Mr. Wilfrid R. De Souza	35429	S-3341F

---

* New York liaison office.

	Ext.	Room
Fifth Committee		
Under-Secretary-General for Administration and Management:		
Mr. Martti Ahtisaari	38227	S-2700A
Assistant Secretary-General for Human Resources Management:		
Mr. Abdou Ciss	35182	S-2527A
Assistant Secretary-General for General Services:		
Mr. J. Richard Foran	36198	S-2127B
Assistant Secretary-General for Programme Planning, Budget and Finance and Controller:		
Mr. Kofi A. Annan	38079	S-2627A
Under-Secretary-General for Conference Services and Special Assignments:		
Mr. Eugeniusz Wyzner	36548	S-1527B
Secretary of the Committee:		
Mr. Sylvanus Tiewul	38255	S-2700F
Sixth Committee		
Under-Secretary-General for Legal Affairs, the Legal Counsel:		
Mr. Carl-August Fleischhauer	35338	S-3427
Secretary of the Committee:		
Mr. Vladimir Kotliar	35323	S-3460A

OTHER ORGANS

	Ext.	Room
Credentials Committee		
Under-Secretary-General for Legal Affairs, the Legal Counsel: Mr. Carl-August Fleischhauer	35338	S-3427
Secretary: Mr. Larry D. Johnson	35356	S-3420J
Advisory Committee on Administrative and Budgetary Questions		
Executive Secretary: Mr. Jules Corwin	37456	CB-060E
Committee on Contributions		
Secretary: Mrs. Brigitte Doring	35789	S-2770H
Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East		
Secretary: Mr. Gilberto B. Schlittler	35258	S-3520A
Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees		
Secretary: Mr. Albert Alain Peters	36200	S-0931

	Ext.	Room
Pledging Conference for Development Activities		
Secretary:		
Mr. Alexandre De Barros	32320	S-2977E

III. CONFERENCE SERVICES

MEETINGS SERVICES

The Department of Conference Services is responsible for providing meetings services, including interpretation, the provision of meeting records and the translation, reproduction and distribution of documents.

General inquiries regarding meetings services may be made to the Director of the Interpretation and Meetings Division (room S-1527E, ext. 36537); inquiries regarding documents may be made to Documents Control (room S-1552, ext. 36594).

Programme of meetings

The Planning and Meetings Servicing Section of the Interpretation and Meetings Division prepares, each evening, a programme of meetings for the following day. The programme is printed in the Journal, giving the conference rooms and times of meetings. Additional information may be obtained by calling the Meetings Servicing Unit (ext. 37348).

Duration of meetings

Normally, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. Extensions of meetings beyond their scheduled time require prior arrangements, that is, 24 hours' notice should be given to the Director of the Interpretation and Meetings Division (room S-1527E, ext. 36537).

Owing to the heavy demand for meetings and the limited facilities available, and particularly in view of the current financial constraints, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible.

Meetings of regional groups and other informal meetings can be accommodated only if and when services originally earmarked for regularly scheduled meetings are released.

JOURNAL

The Journal of the United Nations is issued daily in English and French. During the General Assembly it is issued in Arabic, Chinese, English, French, Russian and Spanish. It contains:

(a) A programme of meetings;

(b) Agendas for individual meetings;

(c) Summaries of meetings;

(d) Announcements.

The Editor of the Journal is located in room S-1138 (ext. 33888, 36776).

INTERPRETATION

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any representative may also, in keeping with rule 53 of the rules of procedure of the General Assembly, make a statement in a language other than the official languages. In such cases, the delegation in question must provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters.

Written translations of statements delivered in official languages

If written texts are provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text. Furthermore, to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

When interpreters are provided with a translated text, they cannot at the same time "check against delivery" and read out the translation verbatim.

If delegations wish their translations to be read out verbatim, any deviations from the text on the part of the speaker, including omissions and additions, are unlikely to be reflected in the interpretation.

If delegations believe that their speaker may deviate from his text, they should opt for "check against delivery" and the interpreters will follow the speaker and not the translation. In this case, delegations should be aware that the interpretation heard by the audience will not necessarily correspond with the translation that they may have distributed to the audience and the press before or during the delivery of the statement. Delegations may therefore wish to consider whether their purposes are best served by circulating a translation in these circumstances.

Representatives who take the floor in conference rooms should bear in mind that the microphone before them is inoperative until they have been called upon to speak by the chairman. In order to ensure the best possible recording and interpretation of their speeches, they should speak directly into the microphones, clearly and not too fast - particularly when giving figures, quotations or highly technical material, and when reading from a prepared text (see also page 29).

A number of conference rooms have been equipped with new sound systems that incorporate a microphone signalling system. The operation of the system will be explained to members of the committee by the secretary at the beginning of the session.

RECORDS OF MEETINGS

Meeting records are provided for the plenary meetings of principal organs, for meetings of certain of their Main Committees and, on a limited and selective basis, for meetings of certain other bodies. Meeting records may take the form either of verbatim records (PVs) or of summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. However, corrections that add to or alter the sense of a statement as actually delivered cannot be accepted.

Verbatim records cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if, for any reason, any portion of a written statement is not actually read at meetings, it will not appear in the text of the relevant record.

Summary records cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs. (The pattern of meeting record entitlements currently in force is provided in annex I to document A/INF/45/1.)

In addition, sound recordings of meetings are made and may be consulted (see page 33).

Corrections to mimeographed records

Corrections to mimeographed records should be sent, under the signature of the delegation concerned, to the Chief, Official Records Editing Section, room DC2-0750, Two United Nations Plaza, New York, NY 10017, or delivered to that office, within one week of the date of the record.

Corrections should be indicated in a memorandum and/or inserted in a copy of the record. If no memorandum is sent, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

A. Verbatim records

Corrections to verbatim records (PVs) should be limited to errors and omissions in statements as actually delivered, that is, in the original language. Corrections may not be made to the text of the statements as interpreted. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.

B. Summary records

Corrections to summary records (SRs) should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

In accordance with the procedure adopted at the thirtieth session of the General Assembly, records of United Nations bodies are reissued as corrected in printed form only in certain cases. These include records of plenary meetings of the General Assembly, meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the Main Committees of the General Assembly, records are issued in their initial form only and approved corrections are collected in a single corrigendum to be issued shortly after the end of the session concerned. Only in cases of serious errors or omissions materially affecting the course of the proceedings, may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a statement. Corrections cannot be made to the text of the interpretation of such a statement. Other language versions would be brought into conformity, if necessary, with the corrected text in the original language.

PREPARED TEXTS OF SPEECHES

A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and meetings of the Main Committees should be given in advance to the conference officer in order to help the Secretariat provide the best possible service. Failing this, delegations are urged, in the interest of ensuring the best possible interpretation of their statements, to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of speeches distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers, 300 copies are required.

For distribution in the General Assembly Hall, texts should be delivered to the documents counter on the left side of the Hall.

CIRCULATION OF COMMUNICATIONS

Circulation of communications in the General Assembly Hall from a delegation must be cleared in advance with the Division of General Assembly Affairs (ext. 32332, room 3670, or ext. 37790 in room GA-208). The circulation must be done by the delegation concerned before the meeting starts.

DOCUMENTS FACILITIES

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(a) The "General" series;

(b) The "Limited" series, the serial number of which is preceded by the letter L. This series

comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(c) The "Restricted" series, the serial number of which is preceded by the letter R. This series contains only those documents the content of which requires at the time of issuance that they should not be made public;

(d) Conference room papers or working papers identified by the letters "CRP" or "WP" before the serial number. These are not official documents but informal papers, in one or more languages, used in the course of a meeting or meetings and distributed only to participants and other interested recipients attending the meetings at which they are discussed. Conference room papers may later be converted into documents in the general, limited or restricted series or may have their contents incorporated into the report of the body concerned without further independent distribution.

Distribution of documents

A list of documents distributed at Headquarters is issued daily. Daily documentation for delegations will be available at the delegations' pick-up area located on the service drive entrance of the North Lawn complex from 7.30 a.m. during the work week.

The Delegation Station on the concourse level of the Secretariat building (room S-B1-060, ext. 37373), which is open for secondary requests during working hours on weekdays, will also be open at the weekend during the hours an official meeting is scheduled.

A limited number of documents relating to agenda items of the meetings in progress will be available at the documents counter in the conference rooms.

Special requests for distribution arrangements can be made by writing to or by calling the Chief of the Distribution Section (room NL-314, ext. 37345 or 37346).

Arrangements for automatic distribution should be made by calling ext. 37344; secondary requests should be made in person at S-B1-60 or by calling ext. 37373.

Only official United Nations documents may be distributed during the meetings.

LIBRARY

The Dag Hammarskjöld Library supplies the permanent missions of Member States, the delegations and the Secretariat of the United Nations with information and publications needed for the performance of their work. The Library, dedicated to the memory of the late Secretary-General Dag Hammarskjöld, occupies the three-storey building (with three levels below ground) on the south side of the Headquarters site. It is open Monday to Friday and observes the same working hours as those of the Secretariat. During sessions of the General Assembly, the Library is open from 9 a.m. to 6 p.m.

The Library maintains a complete collection of documents and publications of the United Nations and an extensive collection of publications of the specialized agencies and other organizations within the United Nations system, as well as of literature relating to problems of current and continuing interest to the Organization. Publications, including doctoral dissertations, about the United Nations and other organizations within the United Nations system are kept in a special collection. The Library also has a comprehensive collection of documents and publications of the League of Nations. It receives approximately 150 newspapers and 14,500 serials (including government documents and non-official journals) from almost all countries of the world. The map collection contains about 80,000 maps. There are two specialized reference collections housing legal and statistical material.

Reading rooms are located on three different floors - the Reading Room on the concourse level (room L-B1-10), the Reading Room on the main floor (room L-105) and the Woodrow Wilson Reading Room on the second floor (room L-201), where documentation of the League of Nations, the United Nations and the specialized agencies may be consulted. Most of the material in the collections may be consulted freely and borrowed. Inquiries may be made personally or by telephone to each of the following service points:

	Ext.	Room
Director's office	37443	L-382A
Chief, Users' Service	37432	L-327
Online Services Co-ordinator	32266	L-166
Loan service points:		
General collection, periodicals and publications about the United Nations	37384	L-B1-10
Interlibrary loan	30222	L-B1-68
Legal collection	35372	S-3455
Maps	37425	L-282
Statistical collection	38728	DC2-1143
United Nations documents	37422	L-260
Specialized agencies documents	33370	L-B3-79
League of Nations documents	33370	L-B3-55
Reference and information service points:		
General reference	37394	L-105
Legal and political questions	35372	S-3455
Maps	37425	L-282
Statistics	38727	DC2-1143
United Nations, specialized agencies and League of Nations	37412	L-201

Access to the United Nations Bibliographic Information System (UNBIS) and to various external data bases such as NEXIS (including The New York Times) is available in the Library. For information about the content of these data bases and the procedure for requesting a computer search, please inquire of the Online Services Co-ordinator (room L-166, ext. 32266) or at the general reference or United Nations reference extensions above.

For technical information on UNBIS data bases or for information on installing an on-line terminal in a permanent mission, please contact the Data Base Manager (room L-338, ext. 37438 or 32266).

The Library also maintains an extensive collection of United Nations official documents in microform. Information on the documentation available in microform and on copying facilities may be obtained in room L-221C (ext. 37417).

Copies of microfiches are also available for sale (ext. 32940).

SOUND RECORDINGS

The Broadcast and Conference Engineering Unit maintains a verbatim collection of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available on sale. Orders are accepted by the Sound Archives Sub-Unit (room B2-090, ext. 37658 or 37660).

ARCHIVES

The Archives Section is located at 345 Park Avenue South, New York, NY 10010, where the non-current records and archives of the United Nations and of certain other agencies may be consulted, subject to regulations governing access to them (reference and information, ext. 38681 and 38682).

IV. MEDIA AND PUBLIC SERVICES

MEDIA SERVICES

The main press services are located on the second, third and fourth floors of the Secretariat building:

	Ext.	Room
Director, Spokesman for the Secretary-General: Mr. François Giuliani	34891	S-0378A
Deputy Spokesperson: Ms. Nadia Younes	34890	S-0378B
Press inquiries	37160	S-0378
Central Press Desk	37211	S-0275
Accreditation of correspondents and tickets to open meetings	36934, 36936, 36937	S-0250

Press conferences

Requests for press conferences should be addressed to the Director of the Executive Media Service (room S-0378, ext. 37160).

The Spokesman for the Secretary-General holds a background briefing at 12.30 p.m. daily in room S-0226 for press officers of delegations.

Services to correspondents

Daily press briefings are given at noon in room S-0226 by the Spokesman for the Secretary-General.

Other services to correspondents in the press area on the second and third floors include: assistance from the Spokesman for the Secretary-General and his staff; assistance from the Media Accreditation and Liaison Unit in the provision of tickets for seats in the press galleries (room S-0250, ext. 36934, 36936 and 36937); distribution of press releases, official documents and access to delegation press releases that are made available at the press distribution centre (room S-0390, ext. 37165); and announcements of briefings and press conferences through the paging system.

Working facilities for correspondents are provided in the press areas on the third and fourth floors. Cable and telex offices are located on the third floor.

Press releases, distribution of speeches

The press section prepares and issues on the same day press releases in English and French on most open meetings held at United Nations Headquarters. In addition, releases are issued on United Nations conferences and meetings held in other parts of the world. These releases, which are prepared for the use of information media and are not official records, contain background information. They are also made available at the 67 United Nations information centres around the world.

Accredited correspondents may obtain press releases from the press release distribution desk in the press working area on the third floor of the Secretariat building (ext. 37165). Delegates may obtain press releases, as available, through Documents Distribution (ext. 37373). Delegations desiring to make texts of speeches or press releases available to information media should bring the following: 150 copies to the press release distribution desk (room S-0390) for distribution to accredited correspondents. As soon as received, the availability of the texts will be announced through the press paging system. Texts of speeches or delegation press releases must be issued under the letterhead of the mission responsible and, for the convenience of correspondents, should be dated.

Information material on human rights, economic and social subjects, Namibia, Palestine, apartheid, peace-keeping and peace making is produced by various sections at the Communications and Project Management Division. This material, which includes press releases, brochures, booklets, features and information kits, is normally available in the same manner as the press releases mentioned above. For further information, call ext. 35128.

Publications

The UN Chronicle is published quarterly in Arabic, Chinese, English, French, Russian and Spanish. Information regarding the Chronicle may be obtained by calling ext. 38262. Information concerning this and other publications of the Department of Public Information, including the Yearbook of the United Nations and Everyone's United Nations (a useful handbook on the work of the United Nations since its establishment), may also be obtained from room DC1-0518 (ext. 35292).

Development Forum newspaper is published in a general edition and a business edition. The general edition, issued six times a year in English, French and Spanish, deals with international development, environment, population and other key issues of economic and social importance in the United Nations system. It is published by the Department of Public Information in New York for the Joint United Nations Information Committee (for information about the general edition, call ext. 38066, room DC1-0559). The business edition, which is published 24 times a year, deals with international economic and business issues and contains timely bidding and procurement information on projects financed by the United Nations Development Programme, the World Bank, the Inter-American Development Bank, the Asian Development Bank, the African Development Bank, the Caribbean Development Bank, the Commission of the European Communities and various Governments. It is available in English on paid subscription (for information concerning the business edition, call ext. 38065, room DC1-0559).

RADIO, FILM AND TELEVISION SERVICES AND FACILITIES

The offices of the Information Products Division are on the eighth and ninth floors of the Secretariat building and in the first basement of the Conference building. The studios are located principally in the basement of the General Assembly building. The radio news desk is on the second floor of the Secretariat building (room S-0262, ext. 37203). The audio library is in the General Assembly building (room GA-027, ext. 34186). Television bookings may be made

in room CB-056, ext. 37650. Radio bookings may be made in room CB-058, ext. 37458.

Radio services to delegations

The Radio Section can assist delegates who wish to record reports or statements on their work at the United Nations. For studio bookings to make recordings, apply to Radio Studio Bookings (room CB-058, ext. 37458). For recordings of statements made at meetings, apply to audio materials library (room GA-027A, ext. 39271).

For information call the Chief of the Production Services Section (room CB-050, ext. 37460).

Services to radio and television correspondents

The Division provides facilities for accredited correspondents to transmit news dispatches and programmes on the work of the United Nations. It arranges for the use of studios and engineers and of observation booths for radio and television commentators covering meetings of their choice. It enables correspondents to hear and use extracts recorded during meetings and otherwise extends to media correspondents all possible assistance.

For information on accreditation, apply to the Chief of the Media Accreditation and Liaison Unit (room S-0250, ext. 36934). For information on facilities and studio bookings, apply to the Chief of the Television News and Production Services Section (room CB-050, ext. 37460).

United Nations programmes

The Radio Section provides national broadcasting organizations, at their request, with material from meetings of the General Assembly and the Security Council. The Radio Section also prepares programmes in many languages on the work of the United Nations and the specialized agencies. These programmes, consisting of news, talks, interviews, features and documentaries, are recorded and used by broadcasting organizations in some 160 countries. For further information apply to the Chief of the Radio Section (room S-0861, ext. 37716).

Television and film services to delegations and television organizations

United Nations film and video cameras cover meetings of the General Assembly, the Security Council, major committees and press conferences. This coverage is made available at a nominal fee to delegations for public information purposes. Orders should be placed in advance with the Television Facilities Booking Office (room CB-056, ext. 37650) to avoid additional late charges. It is suggested that information officers of delegations supply copies of speeches in advance of meetings for the use of the Television Section in order to ensure good and appropriate television coverage. Facilities for interviews and statements may also be arranged by delegations for public information purposes through the Booking Office.

United Nations Television offers to television organizations assistance and facilities for their own productions. Events originating at United Nations Headquarters may be transmitted by line feed, satellite or forwarded on videotape or film to television organizations ordering such services and paying for them. For satellite transmissions, apply to the Television News and Production Services Section (room CB-050, ext. 37516). For all other television services, apply to the same section (room CB-056, ext. 37650).

The Department of Public Information also produces its own documentaries and television programmes on United Nations activities (for information apply to room S-0845, ext. 36953).

Services to newsreel and television representatives

Within the limited space available, accredited correspondents of the visual media may be granted booth positions for covering meetings and other events. Arrangements for such coverage (and also for filming in other locations) should be made in advance with the Media Accreditation and Liaison Unit (room S-0250, ext. 33866 and 36937).

The United Nations visual materials library provides film and video material and related sound recordings to producers of films and television programmes about the United Nations (for information apply to the visual materials library, room S-0808, ext. 37318).

Liaison and accreditation

	Ext.	Room
Film/Television Correspondents and Crews	36934	S-0250
Film/Television Liaison Officer	36937	S-0250

Screenings

Films and television programmes produced by the United Nations and the specialized agencies may be screened in the projection theatre, for which bookings are made in room CB-075 (ext. 37453).

PHOTO SERVICES AND FACILITIES

The offices are located as follows:

	Ext.	Room
Media Accreditation and Liaison Unit	36937	S-0250
Photo library and distribution	36927	S-0989

Services to professional photographers

Accreditations, information material, access to meetings as available and briefings on United Nations activities in the field are provided to professional photographers.

Official photographs

The photo library contains official photographs of United Nations meetings, themes of concern to the world community and development programmes. Black and white prints are available for reproduction by information media if used in a United Nations context and not for advertising; there is a $1 charge per print. Colour transparencies (slides/diapositives)

are provided at a service fee of $3 per transparency selected. An additional $25 publication fee is charged for each colour photo used.

SERVICES PROVIDED BY UNITED NATIONS INFORMATION CENTRES

A number of services provided by the individual offices at Headquarters are also available in the Member States. In 67 countries around the world the United Nations has an information centre that serves the country or region. The information centre makes documents, press releases, publications, audio and visual products, photos, graphics and other information material available to the media, government officials, non-governmental organizations and educational institutions of the host country. In order to enhance knowledge of the United Nations system, the information centres also produce newsletters, press releases, radio and television programmes, and arrange meetings, briefings, speaking engagements and celebrations of UN Day and other observances. More information on the services of the information centres can be obtained by contacting the desk officers in the Information Centres Division: Africa: Mr. Abdellatif Kabbaj (ext. 36839); the Americas: Ms. Ann Terry (ext. 36844); Asia and the Pacific: Mr. Saleem Fahmawi (ext. 36818); Europe: Ms. Paula Refolo (ext. 36867).

SERVICES TO NON-GOVERNMENTAL ORGANIZATIONS

Weekly briefings for the representatives of non-governmental organizations are provided by the Dissemination Division of the Department of Public Information (room S-1037I, ext. 36840). A resource centre is located on the main floor of the Secretariat building, room S-0101, Secretariat lobby north (ext. 37234). There organizations are provided with documents, tickets for meetings and other information. An annual conference is held, dealing with major subjects on the agenda of the General Assembly. In addition, special meetings on the new international economic order, disarmament, decolonization and apartheid are also organized periodically.

SERVICES TO EDUCATORS

Assistance and guidance to educators on teaching about the United Nations is provided by the Special Programmes Section of the Communications and Project Management Division (room S-0933, ext. 36555). It organizes fellowship programmes for policy-makers in the field of education. It provides teaching manuals and educational videotapes, as well as an annual student leaflet for UN Day on 24 October for use in primary and secondary schools. These teaching materials are addressed to students and educators. The Section maintains liaison with professional organizations and specialized agencies. In addition, it co-ordinates the Training Programme for Broadcasters and Journalists from Developing Countries and the Graduate Student Intern Programme.

SERVICES TO VISITORS

Services to visiting groups

The Group Programme Unit (room GA-056, ext. 37710) arranges for groups visiting United Nations Headquarters to attend meetings and special briefings and to take the guided tour. It also screens United Nations films for visitors, schedule permitting. Besides filling requests for Secretariat officials to brief groups at Headquarters, the Unit also arranges for speakers from the United Nations to address groups elsewhere in North America.

Briefings by delegations

In view of limitations of space, it is advisable for delegations wishing to address visiting groups on their country's role in the United Nations to contact the Group Programme Unit as far in advance as possible to request conference rooms. It should be noted that the availability of such rooms is always dependent on the schedule of official meetings.

Guided tours

Guided tours are conducted by the Guided Tours Unit seven days a week, including holidays (except at Christmas and the New Year when a more limited

schedule goes into effect). Tours leave every half hour from 9.15 a.m. to 4.45 p.m. and last approximately one hour. The price for adults is $4.50 and for students and children over five, $2.50. Children under five years of age are not permitted on tours. Arrangements can be made for tours in various languages. For reservations for groups of 15 or more, call ext. 34440.

Answers to public inquiries

The Public Inquiries Unit (room GA-057, ext. 34475) handles inquiries received by mail, by phone, and in person from the general public, as well as delegations and government offices, businesses, educators, non-governmental organizations, media and others. The staff answer questions and provide information material on the work of the United Nations and that of the programmes and agencies of the entire United Nations system in the form of documents, publications, pamphlets, posters and related items.

V. FACILITIES AND SERVICES FOR DELEGATIONS

DELEGATES' CLOAKROOMS

A cloakroom is available to delegates. It is located in the General Assembly building to the left of the delegates' entrance on the first floor. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

DELEGATES' LOUNGES

The delegates' north lounge, snack bar and south lounge are located on the second floor of the Conference building. The north lounge is open from 10.30 a.m. to 7.30 p.m. and the snack bar from 10 a.m. to 5 p.m. Monday to Friday. During sessions of the General Assembly the Viennese Coffee Bar in the S-B-1 conference area is open from 10 a.m. to 5 p.m. Monday to Friday.

The opening of the south lounge is contingent upon meetings of the General Assembly and the Security Council. During sessions of the General Assembly the lounge is open from 11 a.m. to 7.30 p.m. Monday to Friday.

DINING-ROOM AND CAFETERIA FACILITIES

Delegates' dining-room

The hours of service are from 11.30 a.m. to 2.30 p.m. The limited accommodation does not permit the reservation of tables permanently or for the duration of the General Assembly. Members of delegations should make reservations by telephone each morning (ext. 37625 or 37626). Reservations cannot be held for more than 15 minutes after the appointed time or the adjournment of the meeting, whichever is later.

Payment for service should be made by cash or credit card. Personal cheques are not accepted.

Separate dining-rooms, which may be reserved for parties of 10 guests or more, are available for private luncheons. In order to ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance (ext. 37098). Daily menus are posted on the bulletin board near the elevator at the entrance to the dining-room.

Children under 10 years of age cannot be accommodated in the delegates' dining-room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the caterer (room S-0414, ext. 37098).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the entrance to the reception room. A list of the guests should be submitted to the Chief, Security and Safety Service (room C-108), well in advance of the reception.

Cafeteria

Location: first floor, south annex, south side of the Secretariat building. Hours of service are from 8 a.m. to 8 p.m. Monday to Friday; during sessions of the General Assembly, it will remain open until 10 p.m. Breakfast is served from 8 a.m. to 10.30 a.m.; lunch from 11 a.m. to 3.30 p.m. Light snacks, salads and pizza are available between 3.30 p.m. and 5 p.m. Dinner is served from 5 p.m. onwards, and the menu includes daily specials, pasta and dishes from the grill. The cafeteria is closed on Saturday and Sunday.

Staff café

The staff café is located on the fourth floor of the Secretariat building adjacent to the vending machine area. Hours of service are from 12 noon to 3 p.m. On Saturday and United Nations holidays, the hours of service are from 9 a.m. to 3 p.m.; during sessions of the General Assembly the café remains open on Saturday until 5 p.m. It is closed on Sunday.

Vending machine area

Food-vending machines are available on the third floor, General Assembly building (Ex-Press Bar). The area is open 24 hours a day, seven days a week.

United Nations Press Club

During sessions of the General Assembly the Press Club, located on the third floor of the Secretariat building, is open for snacks from 10 a.m. to 2.30 p.m. Monday to Friday.

Public Coffee Shop

The Public Coffee Shop is located on the concourse level of the General Assembly building. Hours of service are from 9 a.m. to 4.30 p.m., seven days a week.

DELEGATES' GUESTS

Unaccompanied guests or visitors wishing to meet a delegate in United Nations Headquarters will be directed to the information desk of the public lobby in the General Assembly building. Staff on duty at the desk will make arrangements for contacting the delegate, who must make arrangements to have the guests met at the information desk in order to escort them into the building.

DELEGATES' TYPISTS' ROOMS

Typists' rooms are available at the following locations on the second floor in the Conference building: rooms C-211A and C-211B.

In the event that a United Nations typewriter requires repair, delegates are requested to advise the responsible official (ext. 36262).

PHOTOCOPIER FOR DELEGATES' USE

A photocopier for the use of delegates is available in the General Assembly Hall, by the west wall near the Documents Distribution counter.

SOUND REINFORCEMENT SYSTEMS

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be directed to the Broadcast, Conference and Engineering Section (room CB-075, ext. 37452).

VIDEO PROJECTIONS

Multi-standard VCRs, television sets and video and slide projectors can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, 72 hours' advance notice is required. Written requests for these audio-visual support equipment should be directed to the Broadcast, Conference and Engineering Section (room CB-075, ext. 37452).

MAIL AND MESSENGER SERVICE

Delegations are requested to deposit with the Incoming Mail Unit (room B3-02) any official correspondence intended for distribution to the Secretariat.

Messenger service within the Headquarters buildings is available through the delegates' aide in the delegates' north lounge, where outgoing mail may also be deposited. During meetings, messenger service may be obtained through the conference officer.

TELEPHONE AND TELEGRAPH SERVICES

Telephone

The main listed number of the United Nations is 963-1234. Direct calls from outside the United

Nations to staff and services can be made by dialling the exchange 963 (preceded by the area code 1-212 if required) followed by the correct four-digit extension as listed in the United Nations telephone directory. Direct internal calls can be made by dialling the access code "3" plus the last four digits shown in the directory.

It should be noted that staff of the United Nations Development Programme (UNDP), the United Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF) are on different exchanges. Direct calls from outside to UNDP staff may be made by dialling the area code, if necessary, exchange 906 + the four-digit extension. The exchange number for UNFPA is 850 and that for UNICEF is 326.

Arrangements have been made for personnel on the 963 exchange to dial direct to UNDP and UNICEF. Direct internal calls may be made to UNDP by dialling the access code "4", waiting for the dial tone and then dialling the four-digit extension. Direct internal calls may be made to UNICEF by dialling the access code "5", waiting for the dial tone and then dialling the four-digit extension. There is no access code for UNFPA. Direct internal calls to UNFPA may be prefixed by the number "9". For example, a call made to UNFPA from the Secretariat building would be made by dialling 9 + 850 + the four-digit extension. If the extension is not known, the operator on "0" will provide the number. In the case of an outside call, the operator will switch the call to the person required, except for calls to UNFPA, which cannot be switched.

The number of the Information Desk in the Delegates' Lounge is 963-8902 or 963-8741. Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates will be paged on the loud-speaker system. An operator is available at the console to assist delegates in placing long-distance calls. Such calls may also be placed from booths located in the Delegates' Lounge or in the conference areas by dialling "0" to reach the operator. Local calls may also be made from these booths or from the house telephones available in the Delegates' Lounge by dialling "9" and the telephone number.

Telegraph

The following communications carriers, which provide telex and cablegram services for world-wide communications, have their offices situated on the third floor of the Secretariat building:

ITT World Communications, Inc. (room S-0342, ext. 37138)
MCI International, Inc. (room S-0344, ext. 37142)

UNITED NATIONS POSTAL ADMINISTRATION

Post Office

The United Nations Post Office is located on the concourse level in room S-B1-26 (ext. 37353) and is open from 9 a.m. to 5.30 p.m. Monday to Friday. The services provided are the usual postal services for private or official delegation mailings, including parcel post, air mail, registered and insured mail, international and domestic money orders, information about postage rates and regulations concerning entry or dispatch of parcels to and from various countries. All mail must bear United Nations postage stamps, which are not valid if mailed outside United Nations Headquarters. Mail with United Nations stamps affixed may be deposited at the delegates aides' desk in the north lounge or dropped into the letter chutes in the Secretariat building for collection by messenger and onward dispatch by the Post Office.

Philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the UNPA sales counter on the concourse level of the General Assembly building (ext. 37735). There are also facilities for posting mail at the sales counter, which is open from 9 a.m. to 5 p.m., seven days a week, except when the Headquarters building is closed to the public. The United Nations Postal Administration operates a philatelic office in room DC2-0615 (ext. 37684), which services mail orders for stamps for philatelic use. In addition to United Nations issues in United States currency, United

Nations stamps in Swiss denominations (valid for mailing from the Palais des Nations, Geneva, only) and United Nations stamps in Austrian denominations (valid for mailing from the Vienna International Centre only) are available to philatelists.

During 1990 and 1991 the United Nations Postal Administration will issue new stamps on the following themes and dates:

1990

2 February	- International Trade Centre and definitives
16 March	- Fight AIDS Worldwide
4 May	- Medicinal plants
26 June	- Forty-fifth anniversary of the United Nations
13 September	- Crime prevention
16 November	- Human rights

1991

1 February	- Banning of chemical weapons and definitives
15 March	- Environment
10 May	- Namibia
21 June	- Rights of the child
24 October	- Fortieth anniversary of the United Nations Postal Administration
10 December	- Human rights series

Schedules are tentative and subject to title, denomination and date changes.

PARKING

The Garage Administration will schedule delegations to apply for and pick up the decals. Application entails submitting a valid vehicle registration and the applicant's valid grounds pass to the Garage Administration in room S-B1-01 (ext. 36212 or 36213). Only one decal will be issued per delegate for use on a vehicle with "D" plates and "S" plates registered in the name of any one delegate. The "S" plate may be used only on an

alternate vehicle. The maximum number of decals to be issued per Permanent Mission for its officially owned cars will not exceed the number of "D" plates issued by the United States Department of State.

Applications for decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book" must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action.

Observer State missions will be issued a maximum of five decals for all mission and delegate-owned vehicles; intergovernmental and other organizations mentioned above are entitled to three decals each. The maximum allocation for both categories will apply throughout the year. When the maximum number is reached, the Protocol and Liaison Service will inform the party concerned, and no application received thereafter will be submitted to the Garage Administration. The issuance of parking decals to the observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of mission staff will not be authorised to park in the United Nations compound.

Permanent Missions may apply for a temporary identification decal (white and black) for the forty-fifth session for vehicles rented from established and bona fide companies for use of visiting dignitaries and diplomats officially attending meetings during the session. Application forms may be obtained from the Garage Administration (room S-B1-01) and thereafter submitted to the Protocol and Liaison Service (room S-0201).

Parking decals must be displayed prominently and be clearly visible to security officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Decals that were issued for vehicles that are no longer in use or those issued to delegates who have since left Headquarters must be returned to the Garage Administration (room S-B1-01).

In accordance with part II of General Assembly resolution 39/236, parking privileges of any delegate whose parking fees are in arrears by more than three months will be suspended as at September 1990. Privileges will be restored once the arrears have been paid in full.

Delegation cars bearing United Nations diplomatic plates and/or identification decals valid for the current session of the General Assembly may be parked on the first level and in a designated area at the southern end of the second level of the garage without charge while representatives are on official business. They may be parked in the garage overnight at the rate of $2.50 per night. Invoices for this service are sent to delegates and to delegations shortly after the end of every month. These invoices are due upon receipt and should be settled by cheque paid to the order of "United Nations" and sent to the United Nations Garage Administration (room S-B1-01, ext. 36212 or 36213).

Chauffeurs' document pick-up passes do not constitute authorization to park in the garage. Drivers who hold such passes can only park in the circle or in the service drive for the length of time they need to pick up documents from the Secretariat.

Entrance to the grounds

Cars bearing a decal may enter the grounds through the gates at First Avenue near 43rd Street, which leads to the garage ramp marked (2) on the sketch on page 53.

Chauffeur-driven cars bearing a decal may also enter through the gates at First Avenue near 43rd Street and proceed around the fountain past the Secretariat building to the delegates' entrance of the General Assembly building.

Access to the garage

Chauffeur-driven cars will use the ramp at the General Assembly building for entrance to the first level garage (marked (1) on the sketch on page 53).

Delegation vehicles may also enter the garage via the 48th Street service drive, which is open on weekdays between 6 a.m. and 8 p.m. and on Saturday from 6 a.m. to 4 p.m. This entrance is closed on Sundays and holidays.

Chauffeurs should remain in the ready room, located in the first garage level while on call by delegates. The security officer at the delegates' entrance of the General Assembly building pages chauffeurs whenever they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations, but does not assume any responsibility for the cars or their contents. The United Nations, therefore, is not responsible for fire, theft, damage to or loss of a vehicle or any property or article left inside vehicles.

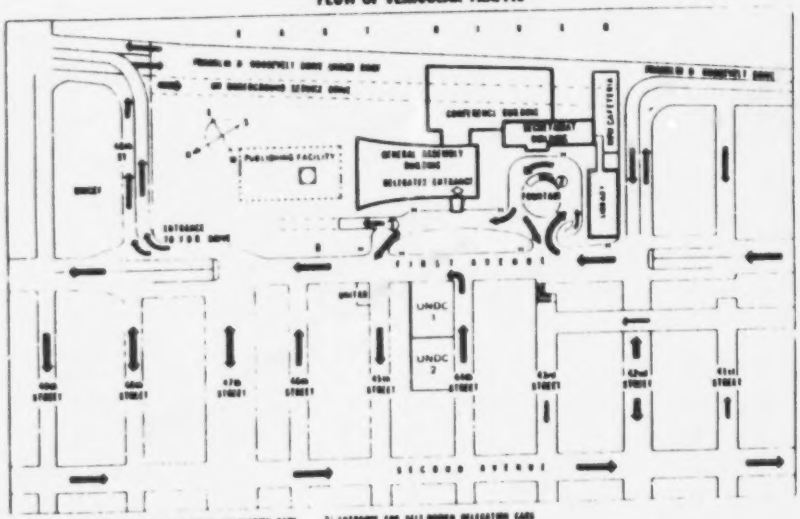
AUTOMOBILE SERVICE STATION

The service station is located in the third basement area of the garage, between the loading platform and the entrance to the garage, and is open from 8 a.m. to 5 p.m. Monday to Friday. Appointments may be made by telephone (ext. 37238) or in person.

LOCAL TRANSPORTATION

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements with local firms. The Transportation Section (ext. 36294) can supply the names of companies.

FLOW OF VEHICULAR TRAFFIC



REIMBURSEMENT OF TRAVEL COSTS

Delegations entitled to reimbursement of transportation costs may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims should be accompanied by bills, vouchers, ticket stubs or other pertinent information, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowances in Respect of Members of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.4). If requested, the United Nations would arrange transportation, wherever possible, from the capital city of a Member State to the place of meeting; for this purpose, delegations should use form PT.137 (Transportation services to delegations). Both forms may be obtained from and returned to the Executive Office of the Department of Administration and Management (room S-2112, ext. 36190). Completed forms should be signed by the head of the delegation (or his/her designated representative).

In accordance with General Assembly resolution 41/213, reimbursement of travel costs for the General Assembly (one first-class and four economy-class tickets per entitled delegation) is henceforth limited to representatives of least developed countries.

TRAVEL FACILITIES

The official travel agency of the United Nations in New York, Carlson Travel Network (room S-2008, ext. 36280), will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations. The office is open from 9 a.m. to 6 p.m. The emergency telephone number after working hours is 1-800-424-1177.

CITY LIAISON AND LEGAL ASSISTANCE

The New York City Commission for the United Nations and Consular Corps is an agency of the Mayor's office whose purpose is to assist the foreign diplomatic community in resolving diverse problems - legal, commercial, educational and general household

and personal matters connected with living in New York. The City Commission distributes kits with valuable information on New York City to newly arrived diplomats. It is also the official liaison between the City Government and the United Nations.

Further information about these activities may be obtained from the City Commission (telephone: 319-9300). The office is located at Two United Nations Plaza, 27th floor.

HOSPITALITY

The Hospitality Committee for United Nations Delegations, Inc., is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange hospitality in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and the Stock Exchange. They assist delegates with recreational matters as well as personal and household problems. They offer classes in English. Complimentary tickets to cultural and sporting events are sometimes available.

Information about these activities may be obtained from room GA-101 (ext. 37182, 37183 or 38751).

BANKING FACILITIES

The Chemical Bank is situated in the Secretariat building at the south end of the fourth floor. The hours are from 9.30 a.m. to 3.30 p.m. Monday to Friday (telephone: 223-4322, or from within the building, ext. 37108 or 37109).

The Bank also maintains a branch on the ground floor of the UNDC 1 building (First Avenue at 44th Street). The hours are from 9 a.m. to 3 p.m. Monday to Friday (telephone: 688-9393).

Chemical Bank cash machines are available for use to holders of Chemical Cash cards, 24 hours a day, seven days a week, on the fourth floor of the

Secretariat building, and outside the bank on the corner of First Avenue and 44th Street. In addition, this card can be used in over 18,000 NYCE^{R}, MAC^{R} and CIRRUS^{R} cash machines throughout the United States and Canada for balance inquiries and cash withdrawals.

NEWSSTAND

There is a newspaper and confectionery stand in the lobby of the Secretariat building, which is open from 8 a.m. to 5.30 p.m. Monday to Friday and closed on weekends and holidays.

BOOKSHOP

Over-the-counter services are available at the United Nations bookshop located in the basement of the public lobby at the north end of the General Assembly building. The bookshop has on sale publications of the United Nations as well as of specialized agencies. Postcard views of the United Nations buildings, photographs and other visual information material are also on sale. Subscription orders for various United Nations periodicals will be taken at the bookshop. Delegates are entitled to discounts on purchases made at the bookshop.

For the convenience of delegations, a special room has been set aside for them in the bookshop.

SALE OF PUBLICATIONS

Written orders for United Nations sales publications (including microfiches) should be addressed to the Sales Section (room DC2-0853).

MEDITATION ROOM

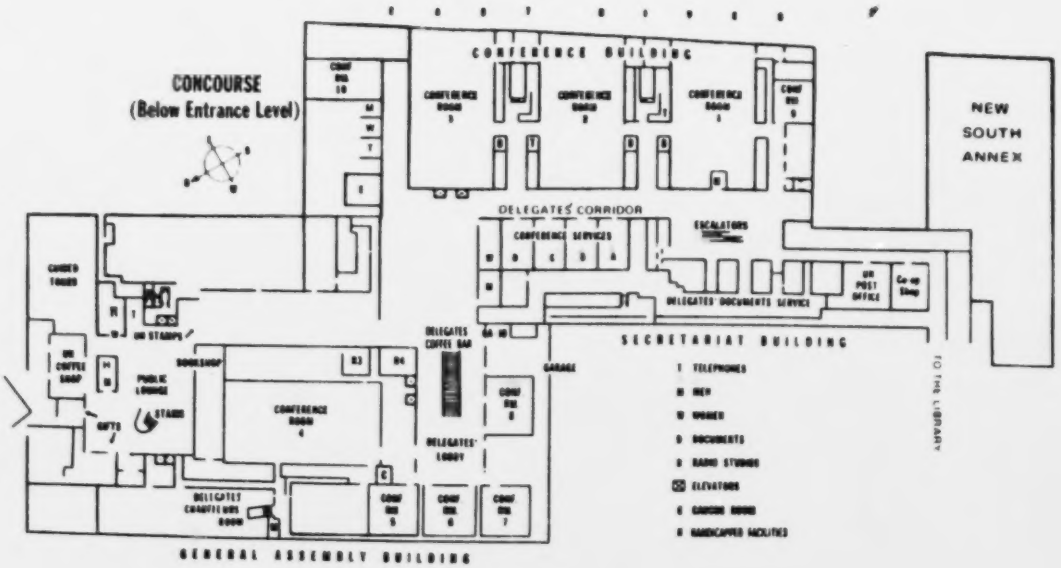
The meditation room is located in the north-west end of the entrance level of the General Assembly building.

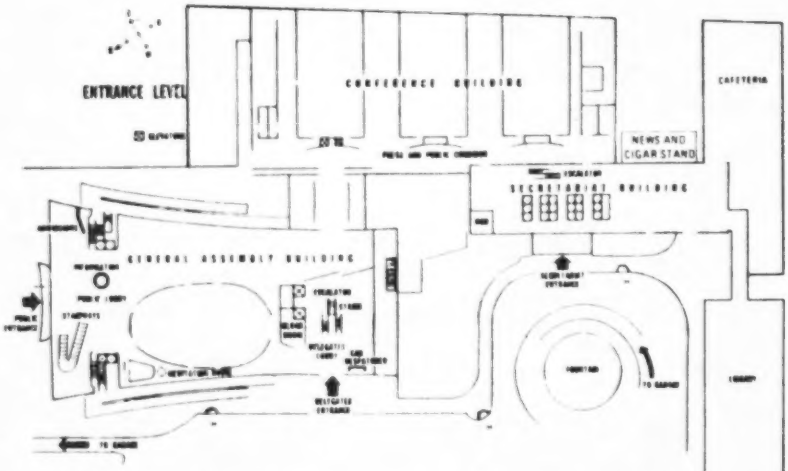
DELEGATES' QUIET ROOM

There is a quiet room for delegates in the delegates' south lounge on the second floor, Conference building.

UNITED NATIONS GIFT CENTRE

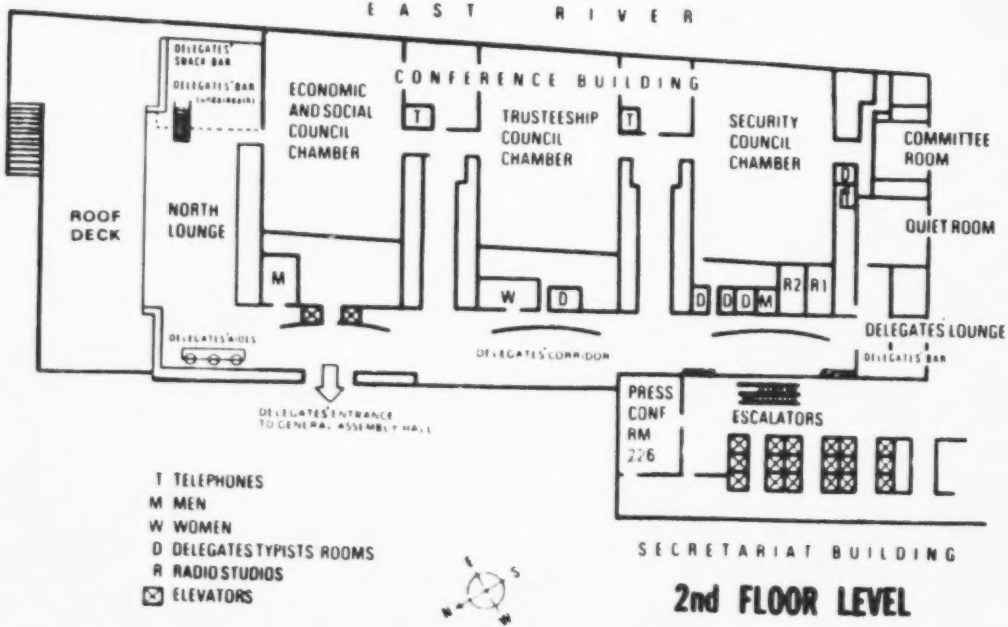
The Gift Centre is located on the concourse level of the General Assembly building. Objets d'art, handicrafts, costume jewellery, souvenirs, United Nations medals and flags of Member States are on sale. Delegates are entitled to a 20 per cent discount on all purchases. The Gift Centre is open seven days a week from 9 a.m. to 5.15 p.m.


CONCOURSE
(Below Entrance Level)
CONFERENCE BUILDING
NEW SOUTH ANNEX
DELEGATES' CORRIDOR
CONFERENCE SERVICES
ESCALATORS
DELEGATES DOCUMENTS SERVICE
SECRETARIAT BUILDING
GARAGE
TO THE LIBRARY
DELEGATES' COFFEE BAR
DELEGATES' LOBBY
CONFERENCE ROOM 4
BOOKSHOP
PUBLIC LOUNGE
GIFTS
GUIDED TOURS
T TELEPHONES
M MEN
W WOMEN
D DOCUMENTS
B RADIO STUDIOS
E ELEVATORS
C CANCON ROOM
H HANDICAPPED FACILITIES
GENERAL ASSEMBLY BUILDING

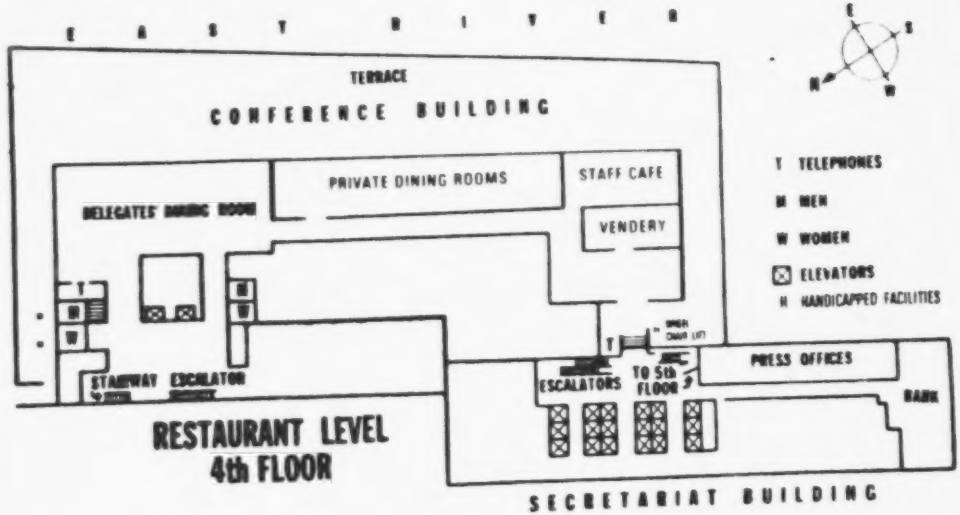


Entrance level—The entrance level of the building gives public and press access to conference rooms 1, 2, 3 and 4. Delegates wishing to proceed to any of these rooms may take the elevator or stairs one floor down to the concourse level. The delegates' floor of the General Assembly hall and the Council chambers is one level above the entrance level, known as the "second floor level."

* [illegible]



2nd FLOOR LEVEL



Restaurant level – Access to the delegates' dining room is by elevators at the north end of the Conference building. An escalator now gives access from the third floor

INDEX

	Page
Archives	33
Automobile service station	52
Bank	55
Bookshop	56
Cafeteria	43
City liaison and legal assistance	54
Cloakrooms	43
Communications, circulation of	29
Dining-room	43
Documents facilities	29
Educators, services to	41
Entrance	4
Floor plans, conference area	58
General Assembly	13
Gift Centre	57
Grounds passes	4
Guests	45
Handicapped, facilities for	8
Hospitality	55
Information (telephones and desk locations)	6
Interpretation	25
Journal	25
Library	31
Lounges	43
Mail and messenger services	46
Media services	34
Medical Service	7
Meditation room	56

	Page
Meetings services	24
Newsstand	56
Non-governmental organizations, services to	40
Parking	49
Photocopier	46
Photo services and facilities	39
Postal Administration	48
Protocol	8
Publications, sale of	56
Quiet room	56
Radio, film and television services and facilities	36
Records of meetings (verbatim, summary, corrections)	26
Security	5
Sound recordings	33
Sound reinforcement systems	46
Speeches (prepared texts)	29
Telephone and telegraph services	46
Traffic, chart of vehicular	53
Transportation (local)	52
Travel costs, reimbursement of	54
Travel facilities	54
Typists' rooms	45
United Nations information centres, services provided by	40
Video projections	46
Visitors, services to	41

UNITED
NATIONS

ST

Secretariat

ADDENDUM

(ST/CS/40)
18 September 1990

NEW YORK

INFORMATION FOR DELEGATIONS

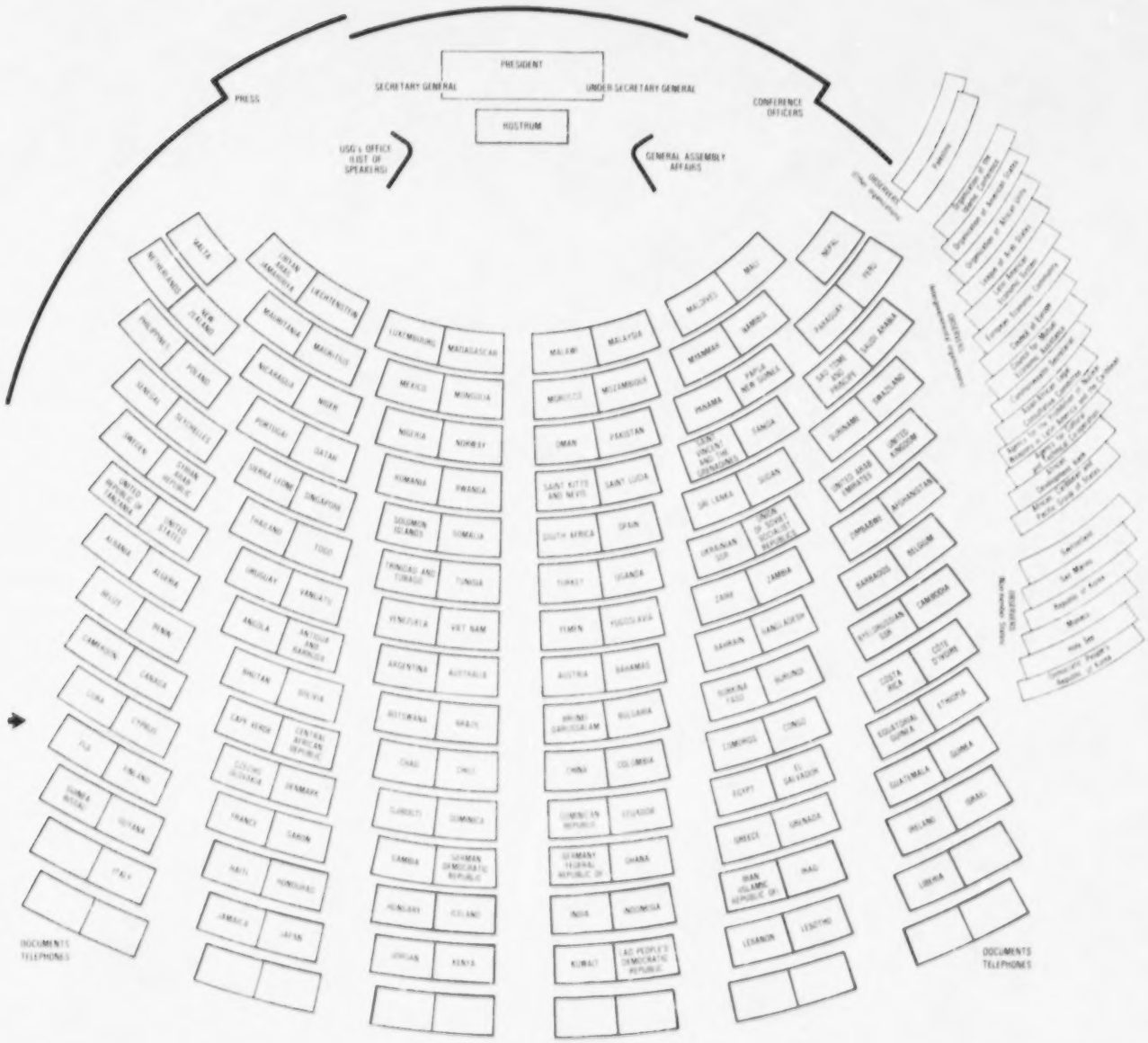
1990

Addendum

The enclosed floor plan should be included in the booklet entitled "Information for delegations".

GENERAL ASSEMBLY HALL

Seating arrangement at the forty-fifth session of the General Assembly



Planning and Meetings Servicing Section
September 1990

UNITED
NATIONS

ST

Secretariat

ADDENDUM

(ST/CS/40)
3 October 1990

NEW YORK

INFORMATION FOR DELEGATIONS

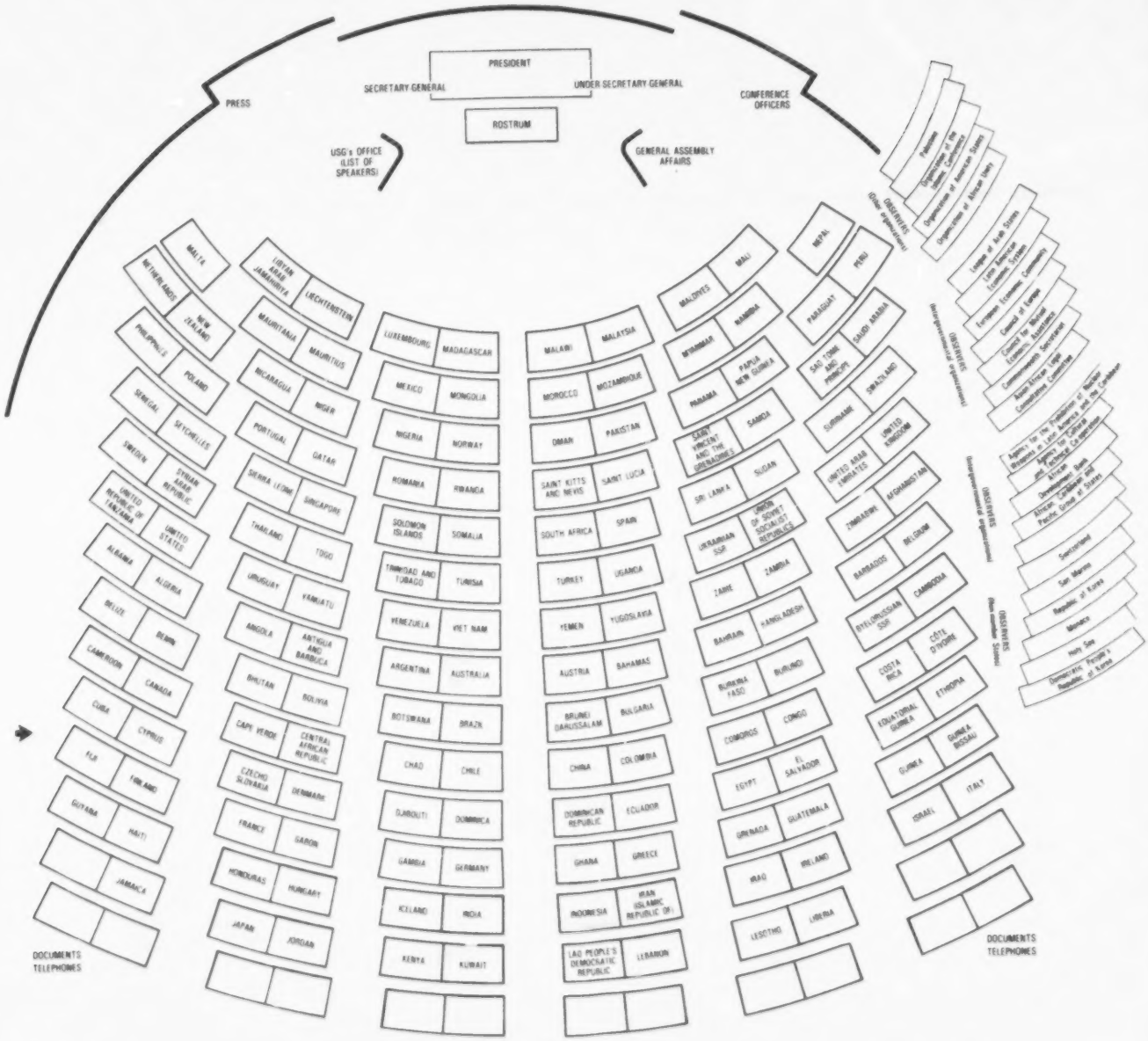
1990

Addendum

The present document supersedes document ST/CS/40/Add.1 issued on 18 September 1990.

GENERAL ASSEMBLY HALL

Seating arrangement at the forty-fifth session of the General Assembly



Planning and Meetings Servicing Section
October 1990